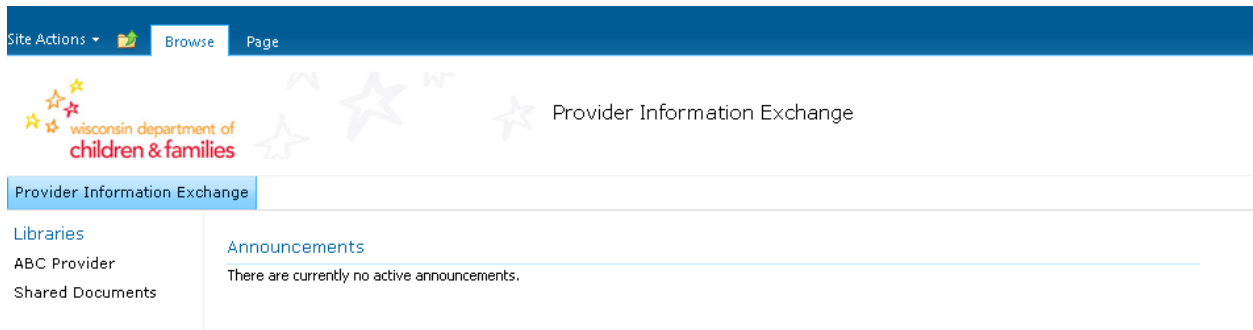


Creating an Alert in PIE

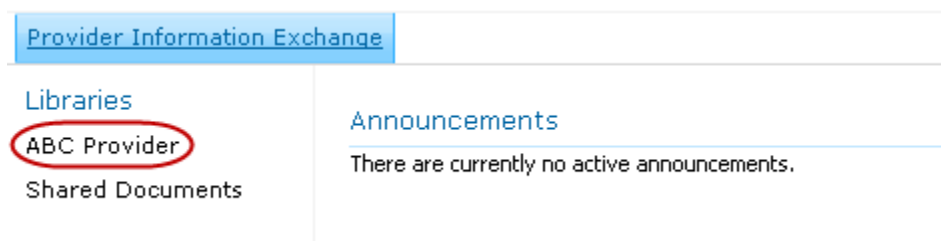
1. Log into the PIE system by clicking the following link, or cutting and pasting it into a browser.
<https://share.dcf.wisconsin.gov/pie/default.aspx>
2. When prompted for user name and password, in the username field type wiext\your Wisconsin User Name) and in the password field your password. Click OK.



3. If everything was entered correctly, you will be brought to the PIE Home Page.



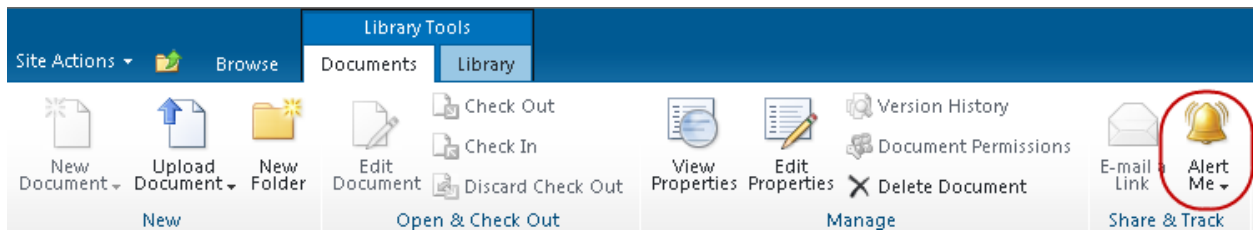
4. Navigate to the area of the site where you would like to be alerted if something changes. For example, if you are the Caregiver Background Check Lead for your facility, you may want to know when a document is uploaded to that folder in your facility's document library.
5. Click on your facility's document library.



6. Move your cursor to position it in front of the folder you'd like to be notified on if changes are made inside it. When the checkbox appears, click on it.

<input type="checkbox"/>	Type	Name	Modified
<input checked="" type="checkbox"/>	Folder	Caregiver Background Checks	8/3/2012 9:44 AM
<input type="checkbox"/>	Folder	Performance Based Contracting	8/3/2012 9:44 AM
<input type="checkbox"/>	Folder	Rate Regulation	8/3/2012 9:44 AM

7. On the menu that appears at the top of the page, click Alert Me.



8. Select Set alert on this document.



9. Fill out the Alert Form. The alert title will be the title of the alert email you receive when something changes. Change type allows you to specify which changes should send the alert. Send alerts for these changes allows you to further edit the types of changes you should be notified on. When to send alerts allows you to specify how often alerts are sent, immediately, daily summary or weekly summary of changes. Press OK and your alert is set.

ABC Provider: Caregiver Background Checks - New Alert

OK Cancel

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

ABC Provider: Caregiver Background C

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:

☒ E-mail paul.ruby@wisconsin.gov

☐ Text Message (SMS)

☐ Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:

☒ All changes

☐ New items are added

☐ Existing items are modified

☐ Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

☒ Anything changes

☐ Someone else changes a document

☐ Someone else changes a document created by me

☐ Someone else changes a document last modified by me

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

☒ Send notification immediately

☐ Send a daily summary

☐ Send a weekly summary

Time:
Friday 9:00 AM

OK Cancel